

## AUTHOR'S GUIDE FOR THE NAEPC JOURNAL OF ESTATE & TAX PLANNING

### Background

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The first issue of the *NAEPC Journal of Estate & Tax Planning* was published in November, 2006 under the leadership of John J. “Jeff” Scroggin, JD, LL.M. (taxation), AEP® (Distinguished). The publication offers a forum for the multi-disciplinary members of the National Association of Estate Planners & Councils (NAEPC) to strengthen their knowledge by providing cutting-edge awareness of continually changing and expanding techniques and opportunities within the profession while enhancing communication among the disciplines.

Our goal is to be the centralized location for best-in-class thought leadership for the estate planning professional. The Journal is published two times each year, typically in summer and a pre-conference / National Estate Planning Awareness Week issue in late October. The publication schedule is flexible and is subject to change.

The current editorial team can be viewed [on our website](#).

### Readership

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The Journal's readership is diverse with regard to professional discipline and somewhat mimics the breakdown of the [Accredited Estate Planner® designee](#) membership:

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|--------------------------------|-----|---------------------|------|
| • Insurance/Financial Planning | 58% | • Trust             | 6%   |
| • Legal                        | 24% | • Philanthropy      | < 1% |
| • Accounting                   | 12% | • Other Disciplines |      |

### Criteria

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Articles should be educational, related to the profession of estate planning or the individual disciplines within, topical, timely, and well-written; original work is required. Articles that mention firm names, specific services, or that are an attempt to market a product or firm will not be considered.

The author(s) must agree to allow NAEPC to both publish and republish the piece.

NAEPC cannot guarantee a specific issue in which an accepted piece will be included.

### Style Tips, Formatting & Required Components

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The Journal's online format allows for a great deal of flexibility with regard to the articles included within.

- The document should be set up in a Word Document, on an 8.5 x 11 page with standard margins and page numbers
- There are no limitations with regard to word count; submissions may be short, mid-length, or feature length

- The title should be catchy, explain what is being addressed within the piece, and must not exceed ten words
- A one-paragraph synopsis of the article should be included at the beginning of the piece
- Articles should be written in the third person and with gender neutrality
- Language should be simple and easy to understand
- Sub-headings should be used
- Charts, graphics, tables, etc. should be inserted into the appropriate place within the piece
- Include end notes as appropriate
- A one-paragraph narrative biography should be included at the conclusion of the article for every author.

### **Submission**

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Articles should be emailed to [editor@naepcjournal.org](mailto:editor@naepcjournal.org) with a copy to [admin@naepc.org](mailto:admin@naepc.org) in a Word document in what the author believes to be the final version; drafts will not be considered. Full contact details for the author(s) should accompany the submission. Incomplete submissions will not be reviewed.

NAEPC reserves the right to deny any submission that the association, in its sole discretion, does not meet the guidelines, standards, or purpose of the Journal.

### **Review**

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We endeavor to review each submission within eight weeks, but the review period may take longer due to circumstances outside of our control or during peak professional seasons. Each submission will be sent to a reviewer / reviewers who will comment on the journalistic and technical aspects of the piece, including its appropriateness for publication.

If the piece is accepted without changes, the author(s) will be notified and required to submit a release and permission to reprint, which will be provided by NAEPC.

### **Revisions**

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Recommendations for updates may be shared with the author for their use in revising the piece, which should be resubmitted to the reviewer in a format that incorporates the tracking of changes.

If the piece is accepted after revisions have been incorporated, the author(s) will be notified and required to submit a release and permission to reprint, which will be provided by NAEPC.

### **Contact Us**

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